

BID OPENING: NOVEMBER 10, 2008.

BIDS SHALL BE PUBLICLY OPENED AT 11:00 A.M., PREVAILING WASHINGTON, D.C. TIME.

ANY QUESTIONS BEFORE AWARD CONCERNING THESE SPECIFICATIONS CALL FRANK YATOR (202) 512-1239 (AST #5). NO COLLECT CALLS.

BID SPECIFICATIONS

U.S. Government Printing Office (GPO)
Washington, DC

GPO CONTRACT TERMS: Any contract which results from this Invitation for Bid will be subject to GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 6-01)) and Quality Assurance Through Attributes Program for Printing and Binding (GPO Publication 310.1, effective May 1979 (Rev. 8-02)).

"DISPUTES: GPO Publication 310.2, GPO Contract Terms, Contract Clause 5. Disputes, is hereby replaced with the June 2008 clause found at <http://www.gpo.gov/printforms/pdf/contractdisputes.pdf>. This June 2008 clause also cancels and supersedes any other disputes language currently included in existing contractual actions."

PRODUCT: 96-page self-covered publication, saddle-wire stitched.

TITLE: Instructions for Form 1040, U.S. Individual Income Tax Return.

ITEM: Inst. 1040 (08).

CATALOG NUMBER: 24811V.

QUANTITY: 272,197 copies.

Statistical Determination of Actual Quantities Shipped: The Government has developed a Statistical Sampling Program for determining quantities received by IRS destinations. Two basic methods will be available, the hand counting method and the machine counting method. The contractor agrees that the Government may choose either or both methods for quantity verification. Where shortages occur the contractor will have to make up the shortages (if time permits) or be subject to corrective action.

TRIM SIZE: 8-1/2 x 11", bind on the 11" dimension.

GOVERNMENT TO FURNISH: Electronic transfer will be via e-mail. Files will be in Portable Document Format (PDF) generated from Adobe Acrobat 7.0 compatible with Acrobat 6.0. The operating system is Windows based. The application used to create the product is OneForm Designer Plus. When necessary, files will be color separated. All images in the PDF files are in hi-resolution and all fonts will be embedded in the files prior to image processing. The contractor is responsible for checking files contained on the furnished electronic files/media to insure that correct files output selection has been provided for, so as to correctly output for printing. Output must be generated on high resolution image processors.

Contractor must set a GPO imprint line and insert per GPO Pub. 310, 2, page 9, para. 9 and IRS carton label (label image is approx. 7-11/16 x 4-1/2").

PDF file for IRS carton label.

IRS advance distribution list for 20 copies.

Form 2040 in a PDF fillable Adobe Acrobat 6.0 file format provided via e-mail

IRS Pallet Specifications via email.

Identification markings such as register marks, ring folios, rubber stamped jacket numbers, commercial identification marks of any kind, etc., except GPO imprint, form number, and revision date, carried on copy or film, must not print on finished product.

CONTRACTOR TO FURNISH: All materials and operations, other than those listed under "Government to Furnish," necessary to produce the product(s) in accordance with these specifications.

Contractor is required to have Internet access, provided through an Internet Service Provider (ISP), an e-mail account and a web browser equivalent to Internet Explorer 6.0 or Netscape 4.0. The contractor is also required to have Adobe Acrobat 7.0 Standard (or higher) software (not Adobe Reader). The contractor must furnish an e-mail address for the IRS to e-mail the forms mentioned above.

REPRODUCIBLES: The contractor must make all reproducibles required. Reproduce electronic media same size. Reproducibles made by the contractor and furnished electronic media may be destroyed 90 days after completion of delivery.

PROOFS: None required.

STOCK/PAPER: The specifications of all paper furnished must be in accordance with those listed herein or listed for the corresponding JCP Code numbers in the "Government Paper Specification Standards" No. 12 dated February 2008.

White/Natural Shade Newsprint, basis weight: 25 to 32 lbs per 500 sheets, 24 x 36", equal to JCP Code A10.

PRESSWORK: Print head-to-head in black ink.

FORMAT: Pages 1-96 with no blank pages. Two pages print with halftones.

MARGINS: Head 1/2", center sides of each page.

BINDING: Saddle-wire stitch in two places on the 11" side. Pamphlets may be trimmed three sides or untrimmed. If untrimmed, pamphlets must be folded flush, opened top, bottom, and right edge, and must be no larger than 8-1/2 x 11".

PACKING: No internal wrapping or tying. Place full size corrugated boards on top, bottom, and vertically between stacks. Pack 104 copies per shipping container, in 2 stacks. Pack solid in corrugated or solid fiber shipping containers, bursting strength: 200 p.s.i., minimum. The cartons, if stapled, may only be stapled on the bottom and/or side, in accordance with GPO Contract Terms (310.2), and the label must be applied to coincide with this construction, that is, no staples are to be on the top.

PALLETS: Pallets are required for Doraville, GA, Holtsville, NY, and Bloomington, IL, destinations.

Pallets for IRS consignments: Pallets must be type III and must conform to the Federal Specifications NN-P-71C, and any amendments thereto except for dimensions and single center stringer (must not be double stringer). Pallets are 48" in length and 40" in width and must not exceed 5" in height. Full entry MUST be on the 40" width. Strict adherence to these dimensions is necessary to accommodate storage requirements of IRS distribution center. Receipt of incorrect pallets may result in a charge for each incorrect pallet which will be assessed against the contractor. This charge will cover additional costs incurred by IRS to repalletize the shipment onto correct pallets. Contractor will be furnished with a diagram showing exact construction of pallets after award.

PALLETIZING: Cartons shall be stacked on pallets using a reverse layer pattern, 9 cartons per layer, with a maximum height of 55", including pallet or a maximum of 7 layers. Cartons must be fastened securely to the pallet in a manner that will prevent movement during transit but permit ready removal, without damage to the cartons, at destination. Neither metal strapping nor pallet caps are to be used. There must be no more than one partial pallet per destination.

LABELING AND MARKING (package and/or container labels): Labels **MUST** be generated from electronic file(s) (IRS Carton Label Form 6153 (3-2006)) provided. Contractor's streamlined or recreated labels will not be acceptable. Correct labeling of shipping cartons, in strict accordance with the requirements of these specifications, is essential to the identification, distribution and warehousing activities of ordering agency.

If not entered on the carton label copy furnished by the IRS, the following items must be filled in by the contractor in a 20 Point Bold typeface: Carton# ____ of ____ (small package carrier shipments only); From (Contractor's Name and Address); To* (Consignee, complete address must appear on carton label); Carton Quantity (Number of copies in each carton); and GPO Jacket Number (and Program Number and Print Order Number, if applicable).

*At the contractor's option, the consignee address may be eliminated from the carton labels on all full and secure pallet loads. If this option is exercised, then in addition to the cartons being labeled, pallets require labels containing the full shipping address on all four sides and top of the load on the pallet.

Contractor is to follow all the instructions listed on the carton label. If you have any questions, please call the printing specialist.

MISLABELING/QUANTITY/LOOSE PACKING—PRICE REDUCTION

1. In addition to other inspection procedures detailed elsewhere in these specifications, each receiving office will inspect shipments for label accuracy, carton quantity and loose packing. In the event one or more mislabeled cartons are discovered, each carton which must be opened and inspected and /or relabeled will reduce the contract price by \$2.00. In the event it is determined by the receiving office (either through the accompanying bills of lading for freight shipments or through association with other cartons received) that the contents of one or more cartons is wrong, thus resulting in a shortage of the item, the contractor will be charged the \$2.00 per carton inspection/relabeling fee mentioned above and will be required to make up the shortage for each affected office. In the event that cartons are crushing, collapsing and/or bursting, and it is determined that the cause is due to the cartons not being packed solid or some other reason within the contractor's control, the contractor will be charged \$2.00 per carton for repacking and repalletizing.

2. "Mislabeling" means any error on the carton label which incorrectly states or identifies the title of the form; the form identification number; or the quantity of forms actually contained in the carton.

QUALITY ASSURANCE LEVELS AND STANDARDS: The following levels and standards shall apply to these specifications:

Product Quality Levels:

- (a) Printing Attributes -- Level IV.
- (b) Finishing Attributes -- Level IV.

Inspection Levels (from ANSI/ASQC Z1.4):

- (a) Non-destructive Tests -- General Inspection Level I.
- (b) Destructive Tests -- Special Inspection Level S-2.

Specified Standards: The specified standards for the attributes requiring them shall be:

<u>Attribute</u>	<u>Specified Standard</u>
P-7. Type Quality and Uniformity	Electronic Media.

QUALITY ASSURANCE RANDOM COPIES: The contractor **MUST** submit 200 quality assurance random copies, at the completion of production, to test for compliance against specifications. The contractor must divide the entire order into equal sublots and select one copy from a different general area of each subplot. The contractor will be required to execute "Certificate of Selection of Random Copies", furnished by GPO, certifying that copies were

selected as directed. The random copies constitute a part of the total quantity ordered, and no additional charge will be allowed.

These randomly selected copies must be packed separately and identified by a special Government-furnished pink label, affixed to each affected container. Additional labels, if needed, are to be reproduced on pink stock. The container and its contents shall be recorded separately on all shipping documents and sent at contractor's expense, by traceable means, to U.S. Government Printing Office, Printing Procurement, Stop: PPSQ, Room A-843, Quality Assurance Section, Washington, DC 20401.

A copy of the SPECIFICATIONS and the signed Government-furnished "Certificate of Selection of Random Copies", must be included with the Quality Assurance Random Copies.

DISTRIBUTION: Ship f.o.b. destination:

Deliver 20 ADVANCE COPIES (per distribution list to be furnished) to three addresses in the Washington, DC, area; copies range from 5-10.

Deliver 271,960 copies to IRS/National Distribution Center, W:CAR:MP:M:L:NDC:B:WH, 1201 N. Mitsubishi Motorway, Bloomington, IL 61705-6613.

Deliver 5 sample copies to IRS, 1111 Constitution Ave. NW, Attn: Bart Truitt, Rm 6239, Washington, DC 20224.

Deliver 15 copies marked "File Copies" to the Library of Congress, Madison Building, Anglo-American Acquisitions Division, Government Documents Section, C Street (between 1st & 2nd), SE, Washington, DC 20540.

Deliver 2 copies marked "Depository Copies--A, Item 0964-E" to the U.S. Government Printing Office, Depository Receiving Section, 44 H Street, NW Loading Dock, Washington, DC 20401. Any cartons containing "Depository Copies" that are mailed to the GPO's Depository Receiving Section must be clearly marked to indicate the total number of cartons in the mailing. For example: 1 of 3; 2 of 3; 3 of 3.

SCHEDULE: Purchase Order number by phone November 17, 2008.

Furnished electronic media will be forwarded to contractor by November 17, 2008.

Note: The Government will attempt to meet the schedules stated in these specifications. However, late Congressional tax legislation, etc., may cause a delay in Government furnished material. In such event, the schedule will be adjusted in accordance with contract terms.

Ship per the following schedule. If no shipping priority is received, ship furthest destination first, closest destination last.

Ship complete to arrive at destinations on or before December 19, 2008.

ELECTRONIC FORM 2040-Distribution/Shipping List: Contractor is required to update and complete the electronic Form 2040 and transmit via e-mail to IRS each day a shipment is made and on the same day that the shipment is done. Form 2040 is in a PDF fillable Adobe Acrobat 6.0 file format. The majority of the information will be included in the report from the IRS to the contractor but the contractor is responsible for the verification and correctness of information supplied back to IRS. If there is any information missing or incorrect, please contact Bart Truitt 202-622-6606.

Unscheduled material such as shipping documents, receipts or instructions, delivery lists, labels, etc., will be furnished with the order or shortly thereafter. In the event such information is not received in due time, the contractor will not be relieved of any responsibility in meeting the shipping schedule because of failure to request such information.

Toll Free WATS lines to the GPO are available to successful bidders to report information regarding compliance with schedule requirements under "SCHEDULE". The toll free number is 1-800-424-9470 or 9471 and for calls

originating in the Washington, DC area, (202) 512-0516 or 0517. Personnel answering these calls will be unable to respond to questions of a technical nature. These calls cannot be transferred to other telephones in GPO.

OFFERS: Offers must include the cost of all materials and operations for the total quantity ordered in accordance with these specifications. In addition, a price must be submitted for each additional 1,000 copies. The price for additional quantities must be based on a continuing run, exclusive of all basic or preliminary charges and will not be a factor for determination of award.

SUBMIT WRITTEN BIDS TO: U.S. Government Printing Office, Bid Section (PPSB), Room C-161, 36 H St. NW, Washington, DC 20404.

FACSIMILE BIDS ARE PERMITTED. Submit facsimile bids to FAX number 202-512-1782, one bid per facsimile. Refer to Solicitation Provisions in GPO Contract Terms (GPO Publication 310.2), Page 1, Para. 6.

Note: With each bid submitted, whether written or facsimile, bidder must provide a duplicate copy.